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Approved For Release 2004/05/05 : CIA-RDP60-00594A000300030019-1

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

FROM : Chief/Language and Area School

SUBJECT: Weekly Activities Report #25

DATE: 26 June 1958

Document No. 22NO CHANGES in CLASS. A☐ DISCONTINUED

CLASS. CHANGED TO: TS S C

GSA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 08 MAR 1978 By **A. SIGNIFICANT ITEMS**

LAS this week is completing the first phase of a program announced six months ago by C/LAS to create a management program applying to contract personnel that regularizes employment, use, development and advancement in accord with general principles and practices that should guide management of any group of employees with standards resembling those for staff employees. This first phase has consisted primarily of evaluating the qualifications and responsibilities pertaining to LAS activities against defined standards. Six separate panels evaluated twenty-three full and part-time employees. Next phase is to develop and institute a system for annual performance evaluations.

B. OTHER ACTIVITIES

1. of RQM met for 2½ hours with Dr. to continue moulding specifications for the pilot "orientation course for overseas service" for JOT's. Another moulding session is scheduled for 27 June. In addition to developing specifications, we are beginning to identify possible contributors and to develop a basic bibliography.

2. It is appropriate to bring to your attention the splendid job that are doing with the VLTP, particularly in the organization and administration of oral tests (now approaching 350 so far for June) and in overseeing VLTP classes by frequent visitation before and after their normal duty day.

3. C/LAS will be away 1-8 July, inclusive. will be Acting Chief.

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TO : Director of Training

DATE: 25 June 1958

FROM : Deputy Chief, Plans, Research and Administration

SUBJECT: Weekly Activities Report

A. SIGNIFICANT ITEMS

None to report.

B. OTHER ACTIVITIES

1. We welcome [redacted] on board. 25X1
Both are summer employees. Betsy will work for [redacted] 25X1
in Language Testing, Richard for [redacted] in the Laboratory. 25X1
2. Five people were tested last week in Icelandic, Romanian, and Spanish. The Urdu Proficiency Test was scheduled for 24 June but no one reported to take it.
3. One hundred and sixty-one Certification for Language Award certificates were graded and sent to Registrar on 19 and 20 June.
4. During the week 18 to 25 June, 110 oral examinations were conducted within the Agency language proficiency program.

DDS



25X1

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TO : Chief, Language and Area School

DATE: 26 June 1958

FROM : Deputy for Language Training

SUBJECT: Weekly Activities Report

A. SIGNIFICANT ITEMS

None to report

B. OTHER ACTIVITIES

1. Eleven contract and staff employees of LAS have enrolled in the Tutor Orientation Course at FSI. This is a part-time course which began 23 June and will continue until 30 July. The orientation which these individuals will receive in basic linguistic principles and their application to language teaching will be of material aid to the Language Training Program.

25X1 2. [] of FE on project for training an individual in full-time Japanese outside the Agency. It was recommended that an application be made to Yale University.

25X1 3. Mrs. [] has arrived to take up her duties as instructor in Chinese. She will be working with Dr. []

25X1

25X1 4. Mr. [] of FE has returned from five months of external training in Chinese at the Institute of Far Eastern Languages at Yale. He reports that he found his course very helpful and recommends it highly for future use. He has been requested to write a report on the course.

25X1 5. Another Basic Persian course (full-time, 24 weeks) has just been completed. There were two students. Unfortunately the class was not able to spend the usual final week at [], as one of the students was being [] the instructor, was attending the FSI lectures. The next course is to begin early in September, and the Persian desk again promises to send two students.

25X1 6. The full-time Chinese class was at [] from 17 June 1958 to 21 June 1958. Dr. [] were in charge of the group. The Chinese have completed nine months of training and the trip proved to be very successful.

25X1

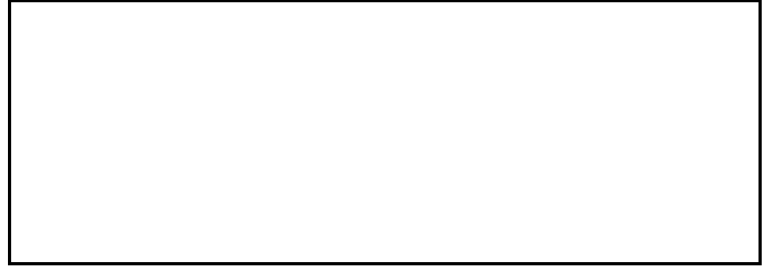
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25X1 7. The Conversation Seminar for intermediate and high speakers of French has begun its third year of operation. The class is under the close supervision of The group meets on Tuesdays and Thursdays, 1200 to 1300 in room D, 2132 Eye Bldg. for informal discussion of a wide variety of topics. Attendance average is 6.

25X1



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TO : Chief, Language and Area School

DATE: 25 June 1958

FROM : Deputy Chief, Area Training

SUBJECT: Weekly Activities Report

A. SIGNIFICANT ITEMS

None

B. OTHER ACTIVITIES

- 25X1
- DDS
1. [] - BCS #2 finished on Friday 20 June with six students in regular attendance, the remaining two having been forced to drop out, one because of office pressures, the other (a dependent) because her husband had received his overseas orders. All the students expressed great satisfaction with the course and all did extremely well in it. As announced at the start, course content had been revised in an effort to meet the Helm's recommendations with by far the greater emphasis on the [] people. In the light of comments of the students the experiment was a considerable success. TK
- 25X1
- 25X1
2. [] gave an individual dependent briefing to the wife and ten-year old son of the new security officer for the [] station. 25X1
- 25X1
3. [] have worked out the final course schedule for the Moscow-Peking Axis - RS #1, and [] has concurred with minor changes on SIC's contribution. 25X1
- 25X1
4. [] each attended one of two lectures, given at FSI, on techniques of area analysis - a phase of applied political sociology. These lectures were held for the benefit of foreign service officers primarily engaged in political reporting and analysis. Much remains to be done, at FSI as well as in the academic world itself, on both the development and teaching of such techniques. One apparent weakness in the FSI presentation was the visiting lecturer's insufficient grasp of the area materials used to illustrate his techniques of analysis. 25X1
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